



## **MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS & SCIENCE**

**Thanjavur Main Road, Karambayam,  
Pattukkottai, Thanjavur-614 626, Tamil Nadu**

**Governance, Leadership and Management  
(Transport Committee)**



*Submitted by:*

**IQAC  
MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE  
PATTUKOTTAI-614 626, THANJAVUR (DT)**



**MEENAKSHI CHANDRASEKARAN**  
**COLLEGE OF ARTS AND SCIENCE**  
( Affiliated to Bharathidasan University, Tiruchirappalli )

**TRANSPORT COMMITTEE 2017- 2018**

PARTICULAR	NAME	SINGNATURE
Chair person	Dr.S.Sheela Principal	S. Sheela
Transport manager	S.Thaiyanayaki Manager	S. Thiyanayaki
Member	Dr.V.Sathish kumar, Department of Tamil	V. Sathish Kumar
Member	Mrs.T.Kanmani Department of English	T. Kanmani
Member	Ms.C.Usha Department of Mathematics	C. Usha
Member	Mrs.S.Suganya Department of Physics	S. Suganya
Member	Ms.N.Thilagavathi Department of Microbiology	N. Thilagavathi
Member	Mrs.M.Revathi Department of Microbiology	M. Revathi
Member	Mrs.G.Kowsika Department of Commerce	G. Kowsika





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## MINUETS OF MEETING - I

Date: 07.08.2017

01. Check the ID Card
02. Maintenance of the students discipline at the boarding place
03. Maintain the code of conducting during arrival and departure
04. Ensure smooth relationship between students and drivers
05. To sort out students grievances related to transport facility and Arrangement
06. To insist and instruct the students to reach the boarding spot on time



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## TRANSPORT COMMITTEE 2017- 2018

PARTICULAR	NAME	SINGNATURE
Chair person	Dr.S.Sheela., Principal	S. Sheela
Transport manager	S.Thaiyanayaki Manager	S. Thaiyanayaki
Member	Dr.V.Sathish kumar., Department of Tamil	V. Sathish Kumar
Member	Mrs.T.Kanmani Department of English	T. Kanmani
Member	Ms.C.Usha Department of Mathematics	C. Usha
Member	Mrs.S.Suganya Department of Physics	S. Suganya
Member	Ms.N.Thilagavathi Department of Microbiology	N. Thilagavathi
Member	Mrs.M.Revathi Department of Microbiology	M. Revathi
Member	Mrs.G.Kowsika Department of commerce	G. Kowsika





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## MINUETS OF MEETING - II

Date: 09.12.2017

01. To ensure that the driver of the buses reach the specified boarding points on time and reach the college in time, and leave the college on time and drop the students in time on the return journey.
02. To ensure that the drivers follow traffic rules and regulations strictly to avoid
03. Untoward incidents. To ensure that the drivers attend to their duties in time
- .04. To ensure that all the drivers wear the uniform while on duty
- .05. To ensure that the drivers maintain the buses cleanly and in good and fit
06. Condition. To ensure that the drivers drive the buses in such manner as to get maximum
- 07 Mileage and the same recorded in the log book; To ensure that the drivers inform the Committee as and when repairs are
08. Required and seek proper prior permission for undertaking



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**TRANSPORT COMMITTEE 2017- 2018**

PARTICULAR	NAME	SINGNATURE
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Transport Manager	S.Thaiyanayaki Manager	
Member	Dr.V.Sathish kumar, Department of Tamil	
Member	Mrs.T.Kanmani., Department of English	
Member	Ms.C.Usha Department of Mathematics	
Member	Mrs.S.Suganya Department of Physics	
Member	Ms.N.Thilagavathi., Department of Microbiology	
Member	Mrs.M.Revathi Department of Microbiology	
Member	Mrs.G.Kowsika Department of Commerce	





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## MINUTES OF MEETING - III

Date: 05.02.2018

- 01.To ensure that the drivers behave properly with the students;
- 02 .To ensure that the bus in charges travel in their respective buses without fail to
- 03 Maintain discipline in the bus; To ensure that the contact telephone members are visibly displayed in the bus
04. And also informed to the parents through students; To brief the drivers frequently about their duties and also to ensure proper
- 05.Maintenance of buses and behavior of the drivers and the students. To ensure that the taxes and other payments in respect of buses



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**TRANSPORT COMMITTEE 2018- 2019**

PARTICULAR	NAME	SINGNATURE
Chair person	Dr.S.Sheela., Principal	<i>S. Sheela</i>
Transport Manager	S.Thaiyanayaki Manager	<i>S. Thiyanayaki</i>
Member	Dr.V.Sathish kumar,, Department of Tamil	<i>V. Sathish Kumar</i>
Member	Mrs.V.Geetharamani Department of English	<i>V. Geetha</i>
Member	Ms.V.Thiruselvi Department of English	<i>V. Thiruselvi</i>
Member	Ms.C.Usha Department of Mathematics	<i>C. Usha</i>
Member	Mrs A. Sureka Department of Physics	<i>A. Sureka</i>
Member	Mrs.M.Boomarani Department of Biochemistry	<i>M. Boomarani</i>
Member	Ms.M.Karthika Department of BCA	<i>M. Karthika</i>







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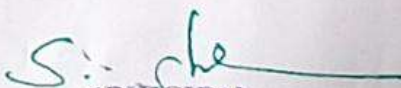
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## MINUETS OF MEETING - I

Date: 08.07.2018

1. College authority and transport committee is responsible to verify compliance of the norms by all transport providers of the college.
2. TO as a regular practice has been monitoring transport accordance to the government guidelines and has verified records of all necessary documents namely RTO permit, registration of vehicle, insurance, PUC (bi - yearly), road tax document, copy of driver's license and his badge
3. All the authorized college buses maintain a daily student attendance register giving details of each child, class, bus stop, address, contact number and blood group. The PTA representatives present had a chance to see the above mentioned documents.
4. Transport committee takes all the private transporters in the ambit of college and monitor the same.
5. The college is continually monitoring and reinforcing bus rules with students
6. The transport committee will meet every three months.



  
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## TRANSPORT COMMITTEE 2018- 2019

PARTICULAR	NAME	SINGNATURE
Chair person	Dr.S.Sheela., Principal	S. Sheela
Transport Manager	S.Thaiyanayaki Manager	S. Thiyanayagi
Member	Dr.V.Sathish kumar, Department of Tamil	V. Sathish Kumar
Member	Mrs.V.Geetharamani Department of English	V. Geetha
Member	Ms.V.Thiruselvi Department of English	V. Thiruselvi
Member	Ms.C.Usha Department of Mathematics	C. Usha
Member	Mrs A. Sureka Department of Physics	A. Sureka
Member	Mrs.M.Boomarani Department of Biochemistry	M. Boomarani
Member	Ms.M.Karthika Department of BCA	M. Karthika







# MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

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## MINUTES OF MEETING - II

Date: 03.12.2018

01. Providing and scheduling transport facility for Students and staff for different routes.
02. Processing new route or change in existing routes for students and staff.
03. Providing additional transport facility to students/staff that are staying in the campus beyond working hours for placement/project or course activities.
04. Conducting regular reviews on new routes to be included (or) extension of existing routes and purchasing new buses and sending proposals concerned to the higher authorities.
05. Conducting meeting with all committee members of transport once



  
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## TRANSPORT COMMITTEE 2018- 2019

PARTICULAR	NAME	SINGNATURE
Chair person	Dr.S.Sheela Principal	
Transport Manager	S.Thaiyanayaki Manager	
Member	Dr.V.Sathish kumar,, Department of Tamil	
Member	Mrs.V.Geetharamani Department of English	
Member	Ms.V.Thiruselvi Department of English	
Member	Ms.C.Usha Department of Mathematics	
Member	Mrs A. Sureka Department of Physics	
Member	Mrs.M.Boomarani Department of Biochemistry	
Member	Ms.M.Karthika Department of BCA	



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## MINUTES OF MEETING - III

Date: 04.03.2019

- Always walk to the bus stop.
- Never run Stop and look left, right and then left again if you must cross the street.  
Respect private property.
- While at the bus stop, wait quietly in a safe place well away from the road
- Do not run and play while waiting.,  
Smoking is not permitted at the bus stop.
- Do not litter...up away from the street without crowding or pushing
- There is simply no substitute for adult supervision
- If you, or perhaps another parent in the area, can take Student to the bus stop, do it! If  
you can meet children right at the school bus stop, do it!
- You'll really appreciate knowing that your child is being supervised, and is protected  
from hazards such as crossing a busy street alone



  
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## TRANSPORT COMMITTEE 2019- 2020

PARTICULAR	NAME	SINGNATURE
Chair person	Dr.S.Sheela	
Transport Manager	S.Thaiyanayaki Manager	
Member	Dr.V.Sathish kumar, Department of Tamil	
Member	Mrs.M.Nirmala Department of English	
Member	Ms.V.Thiruselvi Department of English	
Member	Ms.C.Usha Department of Mathematics	
Member	Mrs R.Aravi Department of Microbiology	
Member	Mrs.M.Nishanthini Department of Biochemistry	
Member	Mrs.S.Shyamala M.Com., M.Phil Department of Commerce	







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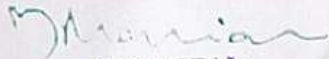
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## MINUTES OF MEETING - I

Date: 03.07.2019

- 01 .Bus incharge should take daily bus attendance
- 02 .Students should be careful not to extend their hands outside the bus
- 03 .Students should not be allowed to alight at places other than their respective stops
04. Students are not allowed to disembark at Pattukkottai without prior permission
05. Students should wear face mask in the bus
- 06 Students should not use the bus



  
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**TRANSPORT COMMITTEE 2019- 2020**

PARTICULAR	NAME	SINGNATURE
Chair person	Dr.S.Sheela	
Transport Manager	S.Thaiyanayaki Manager	
Member	Dr.V.Sathish kumar,... Department of Tamil	
Member	Mrs.M.Nirmala Department of English	
Member	Ms.V.Thiruselvi Department of English	
Member	Ms.C.Usha Department of Mathematics	
Member	Mrs R.Aravi Department of Microbiology	
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## MINUTES OF MEETING - II

Date: 07.11.2019

01. If there are any problems in the students bus, please inform the bus incharge
02. Students must follow the college rules in the bus also
03. students should not put their bags and occupy the space of their friends
04. Students who miss the college bus should not overtake the bus and come On a two-wheeler.
05. No celebrations of any kind should be held in the student bus



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( UGC Recognized 2(f) & 12(B) Institution )

**TRANSPORT COMMITTEE 2021- 2022**

PARTICULAR	NAME	SINGNATURE
Chair Person	Dr.S.Sheela	
Transport Manager	S.Thaiyanayaki Manager	
Member	Dr.V.Sathish kumar Department of Tamil	
Member	Mrs.A.Nanthini Department of BBA	
Member	Ms.P.Kokila Department of Microbiology	
Member	Ms.S.Niranjana Department of Mathamatics	
Member	Ms S.R. Sarojini Department of English	
Member	Ms.S.Vazhvarasi Department of Microbiology	
Member	K.Sivasakthi Department Computer Science	







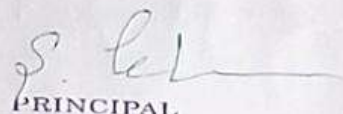
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**MINUTES OF MEETING - I**

**Date: 06.07.2021**

01. Students must be vaccinated against Corona
02. Students must wear face mask
03. Because it is corona period, you should sit in the bus with space apart
04. Students should know the temperature while boarding the bus
05. Students should not wash their hands after eating inside the bus



  
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## TRANSPORT COMMITTEE 2021- 2022

PARTICULAR	NAME	SIGNATURE
Chair Person	Dr.S.Sheela	
Transport manager	S.Thaiyanayaki Manager	
Member	Dr.V.Sathish kumar Department of Tamil	
Member	Mrs.A.Nanthini Department of BBA	
Member	Ms.P.Kokila Department of Microbiology	
Member	Ms.S.Niranjana Department of Mathamatics	
Member	Ms S.R..Sarojini Department of English	
Member	Ms.S.Vazhvarasi Department of Microbiology	
Member	K.Sivasakthi Department Computer science	



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**MINUTES OF MEETING - II**

**Date: 09.12.2021**

01. All these regulations are to be followed by the college for the students in the college bus  
also


02. The professors coming in the college bus should ensure that there is no problem among  
the students

03. Students should not walk back and forth inside the public bus where the college bus is  
coming

04. Students should travel only in their allotted college bus

05. Students coming by college bus must get permission before coming at other stops and  
buses.



  
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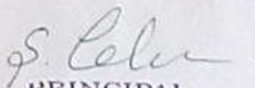
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## MINUTES OF MEETING III

Date: 09.03.2022

01. All students should wear ID card and come in the college bus
02. Students should not get on and down on the bus while running
03. It is unanimously resolved to recommend for the extension of bus services to the following existing routes.
  - a. Melaperumalzhai
  - b. Naduvikkottai & vallamakollai
04. It is unanimously resolved to provide the bus facility to the students, attending Campus Placements to and from the following places.
  - a. Aladikkumulai
  - b. Sanjaya Nagar
05. Coordinate various bus routes regularly with the help of bus in-charges



  
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